

# **BPA Human Resources Directive 410-06-12**

## **Compressed Work Schedule for PBL Customer Account Executive (Real Time Trader) Positions**

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## 1. Purpose & Background

This BPA HR Directive sets forth procedures for implementation of a compressed work schedule (CWS) for the Real-Time Trading Floor organization in the Power Business Line.

This BPA HR Directive is revised to include Designation of Workday for Regularly Scheduled Night-Shift Work under plan characteristics for Time Reporting. This issuance replaces Personnel Letter No. 510-12 (Revised) dated April 6, 2001.

## 2. Policy Owner

The Chief Administrative Officer, through Human Capital Management's (HCM) Strategy Integration (NHI-1), has overall responsibility for monitoring, reporting, executing, and maintaining this BPA HR Directive.

## 3. Applicability

This BPA HR Directive applies only to full-time employees assigned to the Real-Time Marketing positions in the Power Business Line.

## 4. Policy

This plan supplements provisions of the labor agreement between BPA and the AFGE Local 928 and shall be consistent with any revisions made to such labor agreement and applicable laws and regulations.

Employees rotate through three established work shifts that provide coverage 24 hours per day, 7 days per week. Shifts are 8 hours and 12 hours long: Shift #1 is 0600 to 1800 hours; shift #2 is 1800 to 0600 hours; and shift #3 is 0800 to 1630 hours. No lunch break is included in shifts #1 and #2; shift #3 includes a 30-minute lunch break.

## 5. Standards & Procedures

- A. **Administrative workweek:** For time and labor reporting, the designated administrative workweek shall extend from 0600 hours Sunday to 0600 hours the following Sunday.
- B. **Basic work requirement:** The number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave. An employee's basic work requirement is 80 hours in a pay period. This work may be scheduled in fewer than 5 days in an administrative workweek or fewer than 10 days in 2 administrative workweeks.
- C. **Designation for workday for regularly scheduled night-shift work:** The night shift is scheduled to start on the day it is shown on the schedule. For example, a 12-hour shift that starts at 6 p.m. on Saturday is to be recorded as 12 hours worked on Saturday.

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| <b>Organization</b><br>Integrated Strategy (NHI) |                           | <b>Title/Subject</b><br>Compressed Work Schedule for<br>PBL Customer Account<br>Executive (Real Time Trader)<br>Positions |                       | <b>Unique ID</b><br>410-06-12 |
| <b>Author</b><br>HCM                             | <b>Approved by</b><br>CAO | <b>Date</b><br>4/18/2016  | <b>Version</b><br>2.0 | Page 2                        |

(Note: In the example used, this does not affect the employee's entitlement to Sunday premium pay for the entire 12-hour shift worked on Saturday because a part of that shift is worked on the calendar day of Sunday.)

- D. **Regularly scheduled administrative workweek:** For a given employee, the rotating tours of duty to which the employee is assigned.
- E. **Tour-of-duty:** The tour-of-duty for employees under this program is the rotating shift assignments of affected employees. Management may, as appropriate due to operating needs, temporarily adjust the arrival and departure time of an employee's scheduled duty shift. **Credit hours may neither be earned nor used.**
- F. **Overtime work:** All hours an employee is ordered to work on any day in excess of his or her compressed schedule. **Regularly scheduled tour-of-duty hours, including 12-hour shifts, worked by an employee are not overtime.**
- G. **Compensatory time off:** Time off in lieu of pay for irregular or occasional overtime work.
- H. **Night pay:** Night pay is paid for work performed between 1800 and 0600 hours.
- I. **Holidays:** An employee who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday) is entitled to pay for the number of hours he/she normally would have been scheduled to work that day.

For an employee whose work shift covers portions of 2 calendar days, the designated holiday (or the "in lieu of" holiday) is based on the employee's work shift that commences on such holiday. (See example below under "Holiday Premium Pay.")

- J. **Holidays falling on non-workdays:** When a holiday falls on a scheduled non-workday for an employee, the workday immediately before that scheduled non-workday is designated as the "in lieu of" holiday.
- K. **Holiday premium pay:** An employee who performs non-overtime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to his/her rate of basic pay for that holiday work. Holiday premium pay is limited to the number of hours normally scheduled to be worked on that day. Additional ordered or authorized work on that day is compensable as overtime.

For an employee whose work shift covers portions of two calendar days, the designated holiday (or the "in lieu of" holiday) is based on the employee's work shift that commences on such holiday. For example, if an employee is scheduled to work, and does actually work, a shift from 1800 to 0600 hours on both July 4 and July 5, the entire work shift beginning on July 4 is considered the holiday and the employee would receive 12 hours of holiday pay for the period of 1800 to 0600 hours that began on July 4.

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- L. **Sunday pay:** An employee who performs non-overtime work during a period of scheduled duty, a part of which is performed on Sunday, is entitled to Sunday pay for his or her entire period of duty on that day.
- M. **Absence from work:** Time off during an employee's basic work requirement must be charged to the appropriate leave category unless he/she is granted compensatory time off or an excused absence.
- N. **Training, travel, court leave, military leave, etc.:** Employees shall be assigned to 8-hour day shifts, as appropriate, when they are engaged in authorized activities that take them away from their regular work.

## 6. Authorities & References

- A. BPA HR Directive 410-06: Employee Leave, Work Schedules, and Telework
- B. 5 U.S.C., Chapter 55, Subchapter V, Premium Pay
- C. 5 U.S.C., Chapter 61, Hours of Work
- D. 5 CFR, Part 550, Subchapter A – Premium Pay
- E. 5 CFR, Part 610 – Hours of Work

## 7. Revision History

| Version Number | Issue Date | Description of Change/Review                                      |
|----------------|------------|---|
| 1.0            | 01/19/2016 | Initial publication.  |
| 2.0            | 04/18/2016 | Formatting and grammar changes. Updated Authorities & References. |
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# Appendix A: Compressed Work Schedule for PBL Customer Account Executives (Real-Time Trader) Positions

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## MEMORANDUM OF UNDERSTANDING

### COMPRESSED WORK SCHEDULE FOR PBL CUSTOMER ACCOUNT EXECUTIVES (REAL-TIME TRADER) POSITIONS

This memorandum of understanding between BPA and the American Federation of Government Employees, Local 928, establishes a compressed work schedule for the real-time trading function of the Trading Floor organization in the Power Business Line, as described in Personnel Letter 610-12. The purposes of the work schedule are to meet BPA's business needs in a cost effective manner, while also providing working conditions that meet the collective needs of affected employees as well as minimizing the adverse impacts from shift work.

**Schedule Changes.** It is understood that management retains the right to make individual schedule changes due to unanticipated employee absences, turnover, changes in unit staffing levels, operational needs, or the needs of employees. However, such changes will not deviate from the basic concept that a combination of 8-hour and 12-hours rotating shifts will be used to schedule each employee for 80 hours of work each pay period, consistent with the definition of the administrative workweek. In situations where management knows well in advance that groups of employees will need to make schedule changes as a result of new programs or requirements, such employees will be given advance notice of the schedule change at least 7 days in advance, unless BPA would be seriously handicapped in carrying out its functions or that costs would be substantially increased.

**Modification/Termination.** Each party retains the right to request modification or termination of the compressed work schedule and its provisions at any time. The obligation to bargain is permissive on the part of both parties except as noted in the next paragraph.

The work schedule will be terminated if the work being done is unilaterally terminated by management. Each party retains the right to compel good faith bargaining on any proposed modification or termination in the following circumstances: (a) if any law or regulation applicable to BPA conflicts with any provision of the Personnel Letter; (b) as part of negotiating the BPA-AFGE collective bargaining agreement upon the expiration of such agreement; or (c) upon presenting proposed changes in writing to the other party between 30 and 60 days prior to the anniversary date of this MOU. Additionally, this MOU will automatically renew each year if either party does not request re-negotiation within the specified time frame.

Agreed to this 21 day of March, 2001.

  
Labor Relations Officer, BPA

  
President, AFGE Local 928

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|---------------------------|--------------------|---|----------------|-----------|
| Integrated Strategy (ITM) |                    | Compressed Work Schedule for<br>PBL Customer Account<br>Executive (Real Time Trader)<br>Positions |                | 110 00 12 |
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